



MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

JOINT ADMINISTRATIVE COUNCIL

MEETING MINUTES

August 1, 2023 – 10:30 AM

Greater Round Lake Station 1
409 W. Nippersink Road
Round Lake, IL 60073

****Meeting was held in-person, but team leaders/coordinators were able to join via Zoom.****

Call to Order

Deputy Chief Steve Spraker (Chairman) called the meeting to order at 9:03 am.

Roll Call

Council members present at the meeting were Deputy Chief Ron Echtenacher, Chief Greg Formica, Chief Paul Klicker, Chief Bob Kreher, Deputy Chief Steve Spraker, and Chief Jeff Steingart (arrived at 9:12 am).

Others present include Division 4 Operations Chief Chas Buschick, Division 4 Sonar Team Coordinator Jason Daun (Zoom), Division 4 Technical Rescue Team Leader Mark Skala (Zoom), Division 4 Water Rescue & Recovery Team Leader Bill Lark, Administrative Coordinator Christina Loomis, Division 5 Technical Rescue Team Leader Bobby Seyl (Zoom), Division 5 Assistant Mechanics Team Leader Mike Shannon (Zoom), Division 4 Hazardous Materials Team Leader Jim Weidman (Zoom), and Division 5 Operations Chief Chris Williams.

Introduction of Guests: None

Presentations: None

Public Comment: None

Chairman's Report

- Recognition of Division 5 Operations Chief Chris Williams: Deputy Chief Spraker presented a recognition plaque to outgoing Division 5 Operations Chief Chris Williams.
- Recognition of Division 4 Water Rescue & Recovery Team Leader Bill Lark: Deputy Chief Spraker presented a recognition plaque to outgoing Division 4 Water Rescue & Recovery Team Leader Bill Lark.
- Replacement Operations Chief (MABAS Division 5): Deputy Chief Spraker shared that MABAS Division 5 is working on finding a replacement Operations Chief.
- Structural Engineer for Technical Rescue Team Incidents (Structural Collapse & Trench): Deputy Chief Spraker shared information with the group about the need for departments to determine the best way to obtain assistance from a structural engineer for TRT structural collapse and trench incidents.

Secretary/Treasurer's Report

Chief Greg Formica (Secretary/Treasurer) presented the minutes for the June 20, 2023 meeting for approval. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the minutes. Motion carried. He also presented the July 2023 Treasurer's Report for approval. A motion was made by Chief Kreher, seconded by Deputy Chief Echtenacher to approve the July 2023 Treasurer's Report. Motion carried.

Chief Greg Formica presented the bills for payment. A motion was made by Chief Kreher, seconded by Chief Steingart to pay the bills. Roll call vote: 6 AYES, 0 NAYS. Motion carried.

Administrative Coordinator's Report

Administrative Coordinator Loomis presented her report. She reported that there were seven new team members this month and gave an overview of the training for June and July 2023. She reported on five incidents since the last meeting. She also gave an update on a few administrative items including (1) security and fire alarm upgrades at the SRT Office, (2) Technical Rescue Team leadership appointment recommendations, (3) the 2022 annual report, and (4) needed updates with the addition of the new JAC member.

Operations Chiefs' Reports

- MABAS Division 4: Operations Chief Buschick gave an update on the Division 4 teams. A copy of Chief Buschick's report was included in the meeting packet.
- MABAS Division 5: Operations Chief Williams gave an update on the Division 5 teams. A copy of Chief Williams' report was included in the meeting packet.

Team Leaders/Coordinators

- 2023 Operating Budget & Year-to-Date Expenditures: Administrative Coordinator Loomis gave an update on the 2023 year-to-date expenditures for all special teams.

Strategic Planning

- Status of One-Year Tasks & Assignments: Discussion occurred regarding the priority one-year tasks and assignments from SRT's Strategic Plan.

Old Business

- Wildland Task Force Vehicle: Operations Chief Buschick reported that he is working with the team leaders on a written proposal to present at an upcoming JAC meeting.
- Review and Approval of Standard Operating Guidelines: Administrative Coordinator Loomis gave an overview of the recommended changes. A motion was made by Chief Steingart, seconded by Chief Kreher to approve the updated SOGs. Motion carried.

New Business

- Preliminary Review of 2024 Operating & Capital Budget Requests: Discussion occurred regarding the 2023 operating budget requests and the updated Capital Improvement Plan budget.
- Resolution 2023-02: A Resolution Declaring Surplus Equipment and Property and Providing for its Proper Disposal: A motion was made by Chief Steingart, seconded by Chief Kreher to approve Resolution 2023-02. Motion carried.
- Technical Rescue Team Leadership Appointment Recommendations: Deputy Chief Spraker recommended the appointment of the following individuals to leadership positions on the SRT Technical Rescue Team: (1) Division 4 Assistant Team Leader: Russell Kluchka (Lake Bluff Fire Department), (2) Division 5 Assistant Team Leader: Adam Bucheger (Crystal Lake Fire Rescue Department), (3) Structural Collapse Discipline Support Leader: Ryan Mastandrea (McHenry Township Fire Protection District), and (4) Assistant Training Coordinator: Michael Vitale (Lincolnshire-Riverwoods Fire Protection District). A motion was made by Chief Kreher, seconded by Chief Klicker to approve the recommended leadership appointments. Motion carried.

Closed Session

- Discuss appointment, employment, compensation, discipline, performance or dismissal of employees: A motion was made by Chief Kreher, seconded by Chief Steingart to move to closed session at 10:05 am. Meeting returned to open session at 10:18 am with no action taken.

Items for the Good of the Membership

Adjournment

A motion was made by Chief Kreher, seconded by Chief Klicker to adjourn the meeting at 10:20 am.
Motion carried.

Next Regular Meeting: September 5, 2023 at 9:00 am (Greater Round Lake Station 1, 409 W. Nippersink Road, Round Lake, IL 60073)